DAM

BREACH

EMERGENCY

RESPONSE

PLAN

A Planning Model

Alberta
ENVIRONMENT
Water Management

Alberta
MUNICIPAL AFFAIRS
Disaster Services

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This plan has been written in plain language. If you have suggestions about making the plan more easily read or understandable, please contact:

Alberta Municipal Affairs
Disaster Services
Provincial Programs Section
4999 – 98 Avenue
Edmonton, Alberta T6B 2X3

Phone 310-0000 and then ask for 780-422-9000

This planning model is available in electronic format by contacting Alberta Disaster Services at 780-422-9000 or Alberta Environment at 780-427-9916

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FOREWORD

Disasters are sudden and unexpected events that can cause death, injury and property damage. A dam breach could have serious potential consequences for communities within the flood inundation area. Experience shows that emergency planning is one of the most effective means of mitigating the effects of a disaster.

Representatives from Alberta Disaster Services and the Dam Safety and Water Projects Branch of Alberta Environment jointly developed this emergency planning model. The model is intended as a guideline to assist emergency planners in the development, implementation, assessment and revision of a dam breach emergency response plan.

The dam breach emergency response plan identifies the actions to be taken by the dam owner's staff in an emergency situation. The initial response actions and the procedures to activate the site command post and the corporate or regional emergency operations centre are defined and prioritised.

We trust that this planning model will serve as a useful resource for your organization to develop and evaluate emergency arrangements within your jurisdiction.

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102-07177/

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Dam Breach Emergency Response Plan

Introduction

This Dam Breach Emergency Response planning model was developed by Alberta Disaster Services and the Dam Safety and Water Projects Branch of Alberta Environment. It is intended as a guideline to assist dam owners in the development, implementation, assessment and revision of their *Dam Breach Emergency Response Plan.*

A dam owner may be required by Alberta Environment to have in place an *Emergency Preparedness Plan* (EPP) which defines the emergency response measures to be implemented in the event of a dam breach. The dam owner's *Dam Breach Emergency Response Plan* outlines, in order of priority, the key emergency response roles and responsibilities to implement the EPP. Dam operations staff and contractors who may have a response role should receive emergency preparedness training and be involved in exercising the emergency plans.

The Emergency Response Plan follows generally accepted emergency response principles and is divided into four sections as follows:

1) **The General Plan**

   This section briefly outlines the purpose of the Emergency Response Plan, who is responsible for the various components of the Plan, the general policies that apply and the procedures that will activate the Plan.

2) **Check Sheets**

   The Check Sheets define the actions to be taken by the individuals assigned to key roles when the Plan has been activated. They are placed in order of priority by which key personnel may be assigned.

3) **Appendices**

   These are the working documents that supplement the procedures defined in the Check Sheets.

4) **References**

   These are reference and resource documents.

[redacted] Dam Breach Emergency Response Plan

1. Purpose

The Dam Owner has an obligation to protect lives and prevent property damage in the event of a dam breach. Therefore, it is necessary to have a dam breach emergency response plan to be in a state of preparedness that extends beyond normal procedures.

This Plan must be considered a part of the dam owner's Emergency Preparedness Plan and integrated with the relevant municipal emergency plan(s).

2. Authority

A. Water Act

The Water Act, Water Ministerial Regulation, Part 6, requires a dam owner have in place an emergency preparedness plan that describes the arrangements in place to respond to a potential or actual dam breach.

B. Disaster Services Act

The Disaster Services Act, Section 8, states that the local authority shall be responsible for the control and direction of the emergency response to a disaster or emergency event within their municipality.

C. Municipal Government Act

The Municipal Government Act, Part 1, Section 3, requires a municipality to develop and maintain safe and viable communities.

D. Dam Safety Guidelines

The *Emergency Preparedness Plan* that forms the basis for these procedures and check lists has been developed in accordance with the Dam Safety Guidelines of the Canadian Dam Association and the guidelines prepared by the Dam Safety & Water Projects Branch, Alberta Environment that are specific to Alberta. See also the *Dam Breach Emergency Preparedness Reference Manual* available from Alberta Environment, Dam Safety & Water Projects Branch.

3. Emergency Response Roles and Responsibilities

A. Dam Owner

1. Assessment and determination of the Level of Emergency at the dam site.
2. Initiation of the notification of persons in the flood inundation area.
3. Mitigation and repair work at site of emergency
4. Technical Support to the municipality(s)
5. Activation of, and technical support to, the dam owner's Emergency Operations Centre, and when necessary, to a dam owner's Site Command Post.
6. Emergency public information communications

B. Municipal Government

1. Notification of persons in the flood inundation area
2. Evacuation
3. Search and rescue at local level
4. Road closures
5. Public safety
6. Emergency lodging and feeding
7. Emergency medical services

C. Disaster Services, Alberta Municipal Affairs

1. Co-ordinate provincial government assistance to the municipality(s) as required.
2. Co-ordinate provision of federal government assistance.
3. In mutually agreed circumstances, conduct emergency operations in National Parks, Indian Reserves, or on other properties under federal jurisdiction.

4. Activation of the Plan

A. Initial Response

Dam operational staff, on discovery of a hazardous condition at the dam, or a potential or actual dam breach, will immediately notify:

1. Senior management at [redacted]
2. Nearest RCMP/Police services
3. Municipality/Town of [redacted]
4. Alberta Disaster Services at 1-800-272-9600
5. Alberta Environment at 1-780-427-8173

B. Activation

The decision to activate the Plan will be made by the Dam Owner or designate when there is a:

- A Hazardous Condition
- A Potential Dam Breach Condition, or
- A Dam Breach has occurred

Proceed to the First Responder Checksheet in the Checksheet section of this Plan.

The Plan may be activated in whole or in part depending on the situation.

RECORD OF REVISIONS AND DISTRIBUTION

Revision #	Date	Section(s) Revised/Added/Deleted and Reason
Original		

Distribution List

Holders of the [redacted] Dam Breach Emergency Preparedness Plan will receive revisions to the [redacted] Dam Breach Emergency Response Plan. In addition, copies will be distributed to:

1.

2.

3.

4.

5.

6.

7.

8

FIRST RESPONDER (first notified staff member)

<table>
<tr><th>#</th><th>ACTION</th><th>NOTES (Date /Time)</th></tr>
<tr><td>1.</td><td>Determine the nature of the emergency. Observe and note as many details as possible.</td><td></td></tr>
<tr><td>2.</td><td>Begin a written log of all communications, observations and events. Continue to maintain a log until advised otherwise.</td><td></td></tr>
<tr><td>3.</td><td>Immediately contact a dam operations staff member and describe the emergency:

<table>
<tr><th>Name</th><th>Office</th><th>Home</th><th>Cellular</th><th>Pager</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>
If contact cannot be made with either of the above, then contact:

<table>
<tr><th>Name</th><th>Office</th><th>Home</th><th>Cellular</th><th>Pager</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>
In discussion with an operator and/or manager, a cursory determination as to the Level of Emergency will be made and will be one of the following:

• Hazardous Condition
• Potential Dam Breach
• Dam Breach</td><td></td></tr>
<tr><td>4.</td><td>Once a determination has been made as to the Level of Emergency, select the appropriate Checksheet and immediately begin completion of the action items as directed.</td><td></td></tr>
</table>

HAZARDOUS CONDITION - FIRST RESPONDER – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A HAZARDOUS CONDITION, do the following:

#	ACTION	NOTES (Date /Time)
1.	Ensure that the hazard site is continuously monitored. Immediately notify the dam operations staff if the condition deteriorates.	
2.	Take measures to ensure public safety is not compromised.	
3.	Begin any mitigative measures only if directed to do so by operations staff.	
4.	Continue to monitor the site until a dam operater arrives. Report any changes in the condition of the dam immediately to dam operations staff.	

NOTE: A "Hazardous Condition" poses no immediate threat to the structure but if left unchecked may put the main dam or appurtenant structures at risk. No further notifications are required at this Level of Emergency.

POTENTIAL DAM BREACH - FIRST RESPONDER – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A POTENTIAL DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	Begin alerting other dam operations staff and mobilizing them to the site: Name | Office | Home | Cellular | Pager | | | | | | | | | |	
2.	Begin mobilizing to site any equipment or materials as directed by the operator. Refer to the "Materials, Equipment, Labour and Engineering" listing in the Resources section of this Plan for contact numbers. Stage all equipment in [redacted] Do NOT begin work until directed to do so by an operator.	
3.	Fully brief the operators and/or Alberta Environment officials as they arrive. The first operator to respond will immediately assume the function of Emergency Co-ordinator.	
4.	Should other responders arrive before an operator, have them assist in contacting the following people and stating: "The Emergency Co-ordinator for the (*name of*) Dam is issuing a Potential Dam Breach notification and you are requested to (see *Message* in box below)"	

Name	Office	Home	Cellular	Pager	Message	RESPONSE	ARRIVAL TIME
					activate response	YES / NO	
					notify municipality	YES / NO	
					come to site ASAP	YES / NO	
					come to site ASAP	YES / NO	
					standby	YES / NO	
					standby	YES / NO	

5.	Your duties as the first responder end with the arrival of the Emergency Co-ordinator. You may be assigned to other duties. Remember to continue logging all your communications, observations and events until advised otherwise.	

DAM BREACH - FIRST RESPONDER – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	Begin alerting other Dam staff and mobilizing them to the site: Name / Office / Home / Cellular / Pager ( ) / ( ) / ( ) / ( ) / ( )	
2.	Begin mobilizing to site any equipment or materials as directed by the operator. Refer to the "Materials, Equipment, Labour and Engineering" listing in the Resources section of this Plan for contact numbers. Stage all equipment in [redacted] Do NOT begin work until directed to do so by an operator.	
3.	Fully brief the operators and/or Alberta Environment officials as they arrive. The first operator to respond will immediately assume the duties of Emergency Co-ordinator.	
4.	Should other responders arrive before an operator, have them assist in contacting the following people and stating: "The Emergency Co-ordinator for the (*name of*) Dam is issuing a Dam Breach notification and you are requested to (see *Message* in box below)"	

Name	Office	Home	Cellular	Pager	Message	RESPONSE	ARRIVAL TIME
					activate response	YES / NO	
					notify municipality	YES / NO	
					come to site ASAP	YES / NO	
					come to site ASAP	YES / NO	
					standby	YES / NO	
					standby	YES / NO	

5.	Your duties as the first responder end with the arrival of the Emergency Co-ordinator. You may be assigned to other duties. Remember to continue logging all your communications, observations and events until advised otherwise.	

EMERGENCY CO-ORDINATOR

Upon arrival at the Emergency Operations Centre or the dam site, do the following:

#	ACTION	NOTES (Date /Time)
1.	Receive a full report on the situation from the First Responder.	
2.	Establish contact with management and Alberta Environment (Hydrology/Forecasting Section at 780-427-8173). Ensure they have been mobilized.	
3.	When practical, view the area of concern, and in consultation with management and Alberta Environment, confirm the Level of Emergency as one of the following: • Hazardous Condition • Potential Dam Breach • Dam Breach Until additional technical and engineering support arrive; continue to monitor the site for changes in condition. Should the condition appear to be worsening before support arrives, immediately proceed to the next level of emergency.	
4.	Once the level of emergency has been verified in consultation with senior management, select the appropriate Checksheet and immediately begin completion of the action items as directed.	

HAZARDOUS CONDITION – EMERGENCY CO-ORDINATOR – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A HAZARDOUS CONDITION, do the following:

#	ACTION	NOTES (Date /Time)
1.	When practical, go to the hazard site and observe the situation. If the condition has worsened immediately notify management.	
2.	Take measures to ensure public safety is not compromised.	
3.	Contact senior management and Alberta Environment (Hydrology /Forecasting Section at 780-427-8173) and advise them of the situation.	
4.	Determine what additional equipment and human resources may be required to assist in dealing with the situation and have them mobilized to site.	
5.	Assign a dam operator to the function of Site Commander and deploy to the dam site. Begin mitigative activities.	
6.	Assume all the duties of the Emergency Co-ordinator: a) Supervise ground operations staff b) Approve action items and requests as appropriate c) Liaise with the Lead EPIO and senior management in preparing media releases and briefing notes d) Maximize available resources	

Name	Office	Home	Cellular	Pager

NOTE: A "Hazardous Condition" poses no immediate threat to the structure but if left unchecked may put the main dam or appurtenant structures at risk. No further notifications are required at this Level of Emergency.

POTENTIAL DAM BREACH – EMERGENCY CO-ORDINATOR – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A POTENTIAL DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	If remedial action can slow the progress of the hazard, assign a competent operator as Site Commander to co-ordinate and supervise repair activities. Equip him with a portable radio and accessories as needed, and instruct him to keep the Emergency Co-ordinator continually updated. No work is to proceed if conditions are such that staff safety is at risk.	
2.	Re-confirm with senior management and Alberta Environment (Hydrology/Forecasting Section at 780-427-8173), the decision to proceed with the "Potential Dam Breach" notification.	
3.	Once you have re-confirmed the "Potential Dam Breach" condition, assemble ALL responders in the [redacted] and assess available resources. Assign response functions and Checksheets (record assignments) as follows: • Assistant Emergency Co-ordinator (co-ordinates notifications/evacuations as per "Mutual Aid agreement(s)) • Duty Officers (as required) • Lead Emergency Public Information Officer (first EPIO on site) Continue to assign functions as responders arrive on site and as the situation requires.	
4.	Open an Event Log and record all actions taken to date. Continue to keep the Log until advised otherwise. If resources are available, assign this function to a Duty Officer.	
5.	Verify the operational status of the Emergency Operations Centre with the Lead EPIO.	
6.	Assume all the duties of the Emergency Co-ordinator: e) Supervise ground operations staff f) Supervise ongoing notification and evacuation procedures as per "Mutual Aid" agreements. g) Approve action items and requests as appropriate h) Liaise with the Lead EPIO and senior management in preparing media releases and briefing notes i) Maximize available resources j) Keep all operations centre staff informed on the progress of the response.	

DAM BREACH – EMERGENCY CO-ORDINATOR – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	Once you have confirmed the "Dam Breach" condition, assemble ALL responders and assess available resources. Assign response functions and Checksheets (record assignments) as follows: • Assistant Emergency Co-ordinator (co-ordinates notifications/evacuations as per Mutual Aid agreement(s)) • Site Commander (co-ordinates activities at the dam site) • Duty Officers (as required) • Lead Emergency Public Information Officer (first EPIO on site) Continue to assign functions as responders arrive on site and as the situation requires. Remember your priority is to ensure adequate resources are available for the notification and evacuation of people and livestock immediately below the dam as outlined in the "Mutual Aid" agreement(s) with the local authority(s).	
2.	Review the "Dam Breach Notification Log" with the First Responder and the Assistant Emergency Co-ordinator to determine/confirm evacuation message to be communicated. The Assistant Emergency Co-ordinator will now assume responsibility for continuing the notification and evacuation of residents below the dam site. Continue notifications and dispatch radio equipped trucks to begin searches of residences where no contact has been made. **The local authority must be notified immediately of any residents who cannot be contacted regarding the dam breach condition.**	
3.	Open an Event Log. Record all actions taken to date. Maintain the Log until advised otherwise. If resources are available, assign this function to a Duty Officer.	
4.	Assume all the duties of the Emergency Co-ordinator: a) Supervise ground operations staff b) Supervise ongoing notification and evacuation procedures as per "Mutual Aid" agreements. c) Approve action items and requests as appropriate d) Liaise with the Lead EPIO and senior management in preparing media releases and briefing notes e) Maximize available resources f) Keep all operations centre staff informed on the progress of the response.	

LEAD EMERGENCY PUBLIC INFORMATION OFFICER – Page 1 of 1

Upon being assigned the duties of Lead EPIO, do the following:

#	ACTION	NOTES (Date /Time)
1.	Proceed to the [redacted] and establish the Emergency Operations Centre by: • Locking the front doors to control access or posting guards at all entrances to the building. • Activating the EOC mobilization plan • Ensuring the telephone lines and other communications equipment is operational.	
2.	Confirm with the Assistant Emergency Co-ordinator which emergency public information officers (EPIO) have been mobilized to the EOC and expected arrival time. Request additional resources if required. Begin co-ordination and deployment of the EPIO as they arrive.	
3.	Liaise with the Public Media & Information Room at [redacted] and the Government Emergency Operations Centre at 1-800-272-9600.	
4.	Liaise with the media. Prepare media releases in conjunction with the Emergency Co-ordinator and management containing the following information: • Expected magnitude of the flood wave • Likely impact on downstream users • The amount of time available for evacuation • The location of the evacuee staging area and/or Reception Centre • Which areas are likely to flood • Which areas will not be flooded • How should those in the flood path protect themselves • Any other pertinent information.	
5.	Handle all public inquires. All public and media calls are to be routed to the EOC from the Site Command Post. Telephone numbers available for the EOC use include: [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] Do not release any other telephone numbers.	
6.	Liaise on an ongoing basis with the Emergency Co-ordinator and his assistant. Final authority with the Site Command Post and the EOC rests with the Emergency Co-ordinator.	

SITE COMMANDER – Page 1 of 1

Upon being assigned the duties of Site Commander, do the following:

#	ACTION	NOTES (Date /Time)
1.	Obtain a full report on activities to date from the Emergency Co-ordinator and First Responder. Confirm the level of emergency with the Emergency C-ordinator.	
2.	Open an Event Log and record all actions to date. Continue to keep the Log until advised otherwise.	
3.	Telephone numbers strictly for use in the Site Command Post are: [redacted] (Provide the telephone outlet location in the EOC) (Provide the telephone outlet location in the EOC)	
4.	Advise Powerhouse Operators to vacate the premises until further notice. Have Powerhouse operators report to the Site Command Post.	
5.	Dispatch available maintenance staff and/or Duty Officers to evacuate [redacted] and to close and lock all gates.	
6.	Assess the situation and report observations to the Emergency Co-ordinator.	
7.	Establish a Command Post and site perimeter with "inner" and "outer" zones if necessary, and with suitable staging areas. Establish site security. Ensure that dam site equipment is operational (gates, generator, etc).	
8.	When advised by the Emergency Co-ordinator, assign an individual(s) to notify residents, campers, visitors or any other individuals **immediately downstream of the dam**. **Advise the Emergency Co-ordinator of anyone who cannot be notified.**	
9.	Ensure occupational health and safety procedures are in place to protect site personnel.	
10.	Ensure that adequate communications equipment is available and operational.	
11.	Be prepared to meet with staff from Alberta Environment (Dam Safety Section) and other technical specialists.	
12.	Co-ordinate the mitigative and remedial operations at the site and maintain communication with the Emergency Co-ordinator	

ASSISTANT EMERGENCY CO-ORDINATOR

Upon being assigned to the duties of Assistant Emergency Co-ordinator, do the following:

#	ACTION	NOTES (Date /Time)
1.	Receive a full report on the situation from the Emergency Co-ordinator.	
2.	Confirm the level of emergency with the Emergency Co-ordinator. Select the appropriate Assistant Emergency Co-ordinator Checksheet and immediately begin completion of the action items as directed.	

Telephone lines strictly for use in the Site Command Post are as follows:

[redacted]

Emergency Operations Centre telephone numbers are:

[redacted]

HAZARDOUS CONDITION – ASSISTANT EMERGENCY CO-ORDINATOR

THERE IS NO REQUIREMENT TO ACTIVATE THE ASSISTANT EMERGENCY CO-ORDINATOR FUNCTION AT THE "HAZARDOUS CONDITION' LEVEL.

NOTE: A "Hazardous Condition" poses no immediate threat to the structure but if left unchecked may put the main dam or appurtenant structures at risk. No further notifications are required at this Level of Emergency.

POTENTIAL DAM BREACH – ASSISTANT EMERGENCY CO-ORDINATOR

IF IT IS DETERMINED THAT THERE IS A POTENTIAL DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	Receive a full report on activities to date from the Emergency Co-ordinator and the First Responder.	
2.	Open an Event Log and record all actions taken to date. Maintain the Log until advised otherwise.	
3.	Begin assembling resources needed for the downstream notification and/or evacuations (human resources, telecommunications and radio-equipped trucks). Ensure communications equipment is fully operational and communication links are maintained. **DO NOT BEGIN NOTIFICATIONS AT THIS TIME.**	
4.	Confirm with the First Responder that the following have been notified: Name / Office / Home / Cellular / Pager _____ / _____ / _____ / _____ / _____ _____ / _____ / _____ / _____ / _____ _____ / _____ / _____ / _____ / _____ _____ / _____ / _____ / _____ / _____	
5.	Follow directions in the "Dam Breach Notification Log" when you are advised by the Emergency Co-ordinator to proceed with notifications. Request assistance of local authority and/or police services to assist with notifications. **Advise the Emergency Co-ordinator of any residents who cannot be notified.**	
6.	Report to the Emergency Co-ordinator when notification of downstream residents has been completed.	

DAM BREACH – ASSISTANT EMERGENCY CO-ORDINATOR – Page 1 of 1

IF IT IS DETERMINED THAT THERE IS A DAM BREACH, do the following:

#	ACTION	NOTES (Date /Time)
1.	Receive a full report on activities to date from the Emergency Co-ordinator and the First Responder.	
2.	Review the "Dam Breach Notification Log" with the Emergency Co-ordinator and the First Responder. You are now responsible for continuing notifications and for dispatching radio-equipped trucks to residences where no telephone contact has been made. **THIS IS A PRIORITY TASK.** Request the assistance of the local authority and/or police services. Advise the Emergency Co-ordinator if you require additional resources. **Advise the Emergency Co-ordinator of any residents who cannot be notified.**	
3.	Open an Event Log and record all actions taken to date. Maintain the Log until advised otherwise.	
4.	Confirm with the First Responder that the following have been notified:	
5.	Ensure communications equipment is fully operational and communication links are maintained.	
6.	Report to the Emergency Co-ordinator when notification of downstream residents has been completed.	

Name	Office	Home	Cellular	Pager

DUTY OFFICER – Page 1 of 1

Upon being assigned the duties of Duty Officer, do the following:

#	ACTION	NOTES (Date /Time)
1.	Act on instructions, directions and requests from the Emergency Co-ordinator and the Assistant Emergency Co-ordinator.	
2.	Open an Event Log and record all actions. Continue to maintain operations logs, maps and situation boards until advised otherwise.	
3.	Answer the telephones, take messages, retrieve faxes, and follow-up on action items, maintain operations logs, maps and situation boards, and compile reports.	
4.	At the request of the Emergency Co-ordinator or the Assistant Emergency Co-ordinator: • Assist in downstream notifications and/or evacuations • Provide crowd control and/or security functions • Man road blocks • Assist in the Emergency Operations Centre • Perform other response task as directed by the Emergency Co-ordinator.	

Emergency Operations Centre telephone numbers are:

DAM BREACH NOTIFICATION LOG – Page 1 of __

Once the Emergency Response Plan has been activated, begin callout in the order below and state the following:

"This is *(your name)* with *(name of Organization)*. We are issuing a notification of a *(potential breach)* breach of the *(name of)* Dam. You are advised to vacate your premises immediately and report to *(location)* for registration. This is **NOT** an exercise or simulation and speed is of the essence. Will you be complying with this advice?"

NOTE: Keep the calls as short as possible and record all information on this log. Report back to the Emergency Co-ordinator when you have completed notifications or if you need additional resources.

#	NAME	PHONE NUMBER	ALTERNATE NUMBER	ACTIONS REQUIRED	CONTACT YES / NO	COMPIY YES / NO	DISPATCHED UNIT UNIT # & TIME	STATUS
1.	Local authority			Evacuation Order and/or Municipal Plan activation.				
2.	Alberta Disaster Services	1-800-272-9600		Disaster Services Notification				
3.	Alberta Environment, Hydrology./Forecasting Section	1-780-427-8173		Disaster Services Notification				
4.	*([illegible] residents, farmers, [illegible] institutions, campgrounds, parks, etc)*			Advise evacuation and removal of property from endangered area.				
5.								
6.								
7.								
8.								
9.								

EMERGENCY OPERATIONS CENTRE (EOC) MOBILIZATION PLAN – Page 1 of 3

These are the procedures for activating the Emergency Operations Centre.

#	ACTION
1.	The Emergency Co-ordinator will supply you with an EOC mobilization kit which contains: • an envelope for each emergency response function containing a checksheet and required supplies • two meridian telephones and two standard telephones (clearly marked). • four copies of the Inundation maps for the use of EOC responders • situation status board with flip chart (located in supply room). • situation status board with dry erase board (located in supply room). • stationery; adequate pens, paper etc. • two copies of the *(Name of)* Dam Emergency Preparedness Plan. • media kits with pre-worded background material. • large wall map. • battery operated radios. • extra phone cable extensions. • two information signs stating that the facility/centre is closed. **NOTE:** There [redacted] a television located in the EOC. A fax machine is located in the [redacted] **Contact the assistant Emergency Co-ordinator if any of the above is missing from the module.**
2.	Immediately proceed to the [redacted] Advise any user/ visitors that the room/facility must be cleared; then lock the front doors (or post guards at all entrances. Hang the information signs [redacted] on both front doors.
3.	Arrange the tables and chairs in the area so that there are [redacted] workstations each with the following: • Communication between the dam owner's EOC telephone - will be labeled as to which line it is. • Pad of paper and writing materials • Inundation maps • Events logs to record all activities • Standard information packages
4.	Setting up the equipment (insert detailed information for installation and activation of telephones, lap top computers, fax machines, printers and any other communications equipment). FOR SERVICE TO [redacted] call [redacted] FOR SERVICE TO [redacted] call [redacted]

EMERGENCY OPERATIONS CENTRE (EOC) MOBILIZATION PLAN – Page 2 of 3

#	ACTION
5.	Set up the status board so that all responders can clearly see it. Key events should be written on this board (time, event, actions, and response).
6.	Hang up the large wall map to track progression of the flood wave where EOC staff can see it
7.	The Lead Emergency Public Information Officer will assign the priority functions to responders as they arrive: • Establish contact with the Public Media and Inquiry Room at [redacted] • Establish contact with the Government Emergency Operations Centre at 1-800-272-9600. • Establish contact with the Alberta Environment (Hydrology /Forecasting Section) at 1-780-427-8173. • Handle all public inquiries. • Handle all media inquiries.
8.	A staging area for the media will be set up in the [redacted] if required, with adequate chairs and tables, and washroom facilities The Lead Emergency Public Information Officer will provide regular situation updates regularly to the media, with the approval of the Emergency Co-ordinator. **Access to the dam site is restricted. Media tours are only permitted with the approval of the Emergency Coordinator and must be escorted.** • Telephones - labeled as to which line it is. • Pad of paper and writing materials • Inundation maps • Events logs to record all activities • Standard information packages
9.	Media kits with background material containing the following information will be available for the public and media with the approval of the Emergency Co-ordinator: • What caused the emergency? • Who owns the dam? • What type of dam is it? • What kind of emergency (piping, overtopping, etc) is it? • When were people first warned? • Are people being evacuated and where are the reception centres? • How can we contact evacuees? • Which roads and bridges are closed/being closed?

EMERGENCY OPERATIONS CENTRE (EOC) MOBILIZATION PLAN – Page 3 of 3

#	ACTION
10.	Answers to questions relating to the emergency will be supplied by the Site Command Post on a regular basis and may include: • How is the condition progressing? • What actions are being taken? • What resources are being used for mitigation? • Who/which communities have been evacuated?
11.	EOC operations will include site security and restricting critical areas to authorized personnel.
12.	The Lead Emergency Public Information Officer will lend support to the Site Command Post if directed to do so by the Emergency Co-ordinator.

EVENT LOG – Page 1 of __

Responder's Name: _____ **Assigned Position:** _____

Date: _____ **Time Log Opened:** _____

Instructions Begin this Log immediately on being assigned to an emergency response function. Document all events and responses as they occur. Care and control of this Log is your responsibility. Continue to keep this Log until advised to stand down. Submit this Log only to the Emergency Co-ordinator or to the Assistant Emergency Co-ordinator.

TIME	EVENT	ACTION and FOLLOW-UP

RECORD OF ASSIGNMENTS – Page __ of __

Date: _____ Time Record Opened: _____

DATE & TIME	NAME	ACTION and FOLLOW-UP

KEY CONTACT - RESOURCE LISTING

LAST UPDATE: mo_____day_____year_____

Instructions: This is a listing of potential manpower resources available to the site response. The list is **STRICTLY CONFIDENTIAL**. It is for reference and internal use only and does not replace the" Emergency Response Checksheets " **DO NOT USE AS A CALL OUT LIST.**

FOR EMERGENCY CO-ORDINATORS USE ONLY - FOR EMERGENCY CO-ORDINATORS USE ONLY

NAME	POSITION	FUNCTION	PHONE NUMBERS		
			WORK	HOME	CELLULAR
	Operations-Dickson Dam	Emergency Co-ordinator (assistant)			
	Operations-Dickson Dam	Emergency Co-ordinator (assistant)			
	Operations-Dickson Dam	Mitigation/Evacuation/Maintenance			
	Administration-Dickson Dam	Notification/Administration			
	Maintenance-Dickson Dam	Mitigation/Evacuation/Maintenance			
	Maintenance-Dickson Dam	Mitigation/Evacuation/Maintenance			
	Maintenance-East Area	Mitigation/Evacuation/Maintenance			
	Maintenance-East Area	Mitigation/Evacuation/Maintenance			
	Head-Operations Support	Management - Parkland Region			
	Director-Parkland Region	Senior Regional Management			
	Head-Central Area	Management - Parkland Region			
	Operations-Central Area	Technical Support			
	Conservation Officer-Parkland	Notification/Evacuation/Security			
	Conservation Officer-Parkland	Notification/Evacuation/Security			
	Conservation Officer-Parkland	Notification/Evacuation/Security			
	Conservation Officer-Parkland	Notification/Evacuation/Security			
	Head-Water Administration	Emergency Public Information Officer			
	Corporate Management	Emergency Public Information Officer			
	Conservation Officer-Parkland	Emergency Public Information Officer			
	Water Administration Engineer	Emergency Public Information Officer			
	Disaster Services-Central Region	Government Liaison to Municipalities			
	Disaster Services-Central Region	Government Liaison to Municipalities			
	Head-Dam Safety	Engineering Support			
	Dam Safety Engineer	Engineering Support			
	Dam Safety Engineer	Engineering Support			
	Dam Safety Engineer	Emergency Response Support			
	Dam Safety Engineer	Emergency Response Support			
	Regional Support-Red Deer	Notification/Administration			
	Regional Support-Red Deer	Notification/Evacuation/Security			

Sample

SITE COMMAND SUPPORT

OPERATIONS CENTER SUPPORT

ASSIGN AS REQUIRED

NOT AVAILABLE

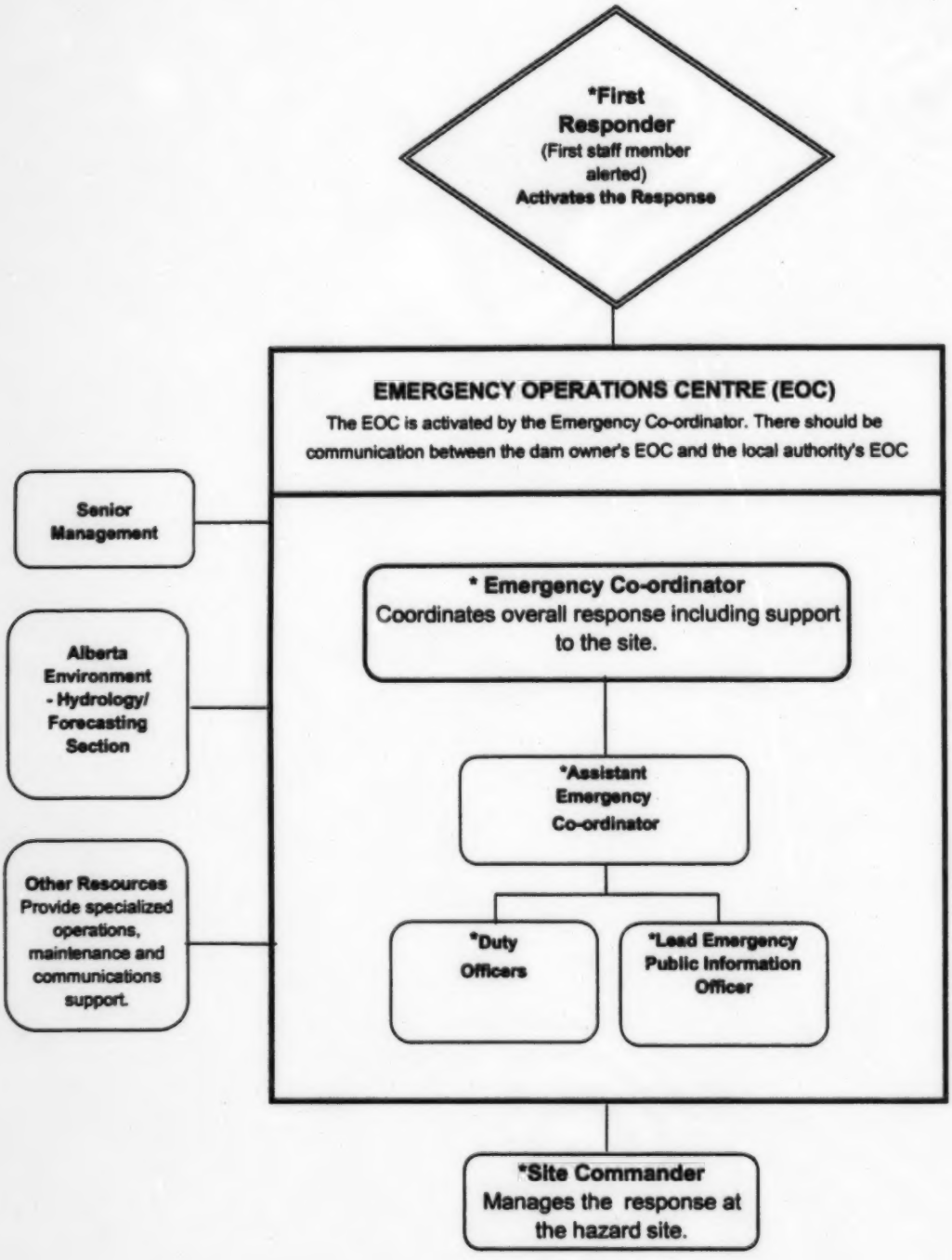
Remember, not all responders will be available so assignments must be adjusted as the situation evolves.

MATERIALS, EQUIPMENT, LABOUR & ENGINEERING RESOURCES

(Insert listing of resources with emergency contact telephone, fax, cellular and paging numbers as appropriate)

MUTUAL AID AGREEMENTS

(Insert mutual aid agreements)


*First Responder
(First staff member alerted)
Activates the Response
EMERGENCY OPERATIONS CENTRE (EOC)
The EOC is activated by the Emergency Co-ordinator. There should be communication between the dam owner's EOC and the local authority's EOC
Senior Management
Alberta Environment - Hydrology/ Forecasting Section
Other Resources Provide specialized operations, maintenance and communications support.
* Emergency Co-ordinator
Coordinates overall response including support to the site.
*Assistant Emergency Co-ordinator
*Duty Officers
*Lead Emergency Public Information Officer
*Site Commander
Manages the response at the hazard site.

* There is a Checksheet for this response function

See also the Glossary for details on the role and responsibilities of each response function.

GLOSSARY

A State of Emergency – A declaration by the Lieutenant Governor in Council, under section 15 of the Disaster Services Act, providing the necessary authority, resources, and procedures to allow an emergency to be resolved effectively and efficiently.

Checksheets – Using the checksheet system, an individual assigned to a specific response function is provided a Checksheet for that function, which defines in order of priority, the responsibilities or tasks to be performed.

Dam Breach - A breach in the dam, its foundations, abutments, outlet works or spillway, which results in large or rapidly increasing uncontrolled releases of water from the reservoir.

Dam Operations Staff - Operational staff/agency who manage the day-to-day operations of the dam.

Dam Owner – Organization or person licensed to operate the dam.

Dam Safety Section, Alberta Environment – The provincial regulatory body for dam safety. Responsibilities include monitoring the emergency preparedness of dam owners.

Dam Superintendent – The senior manager at the damsite.

Declaration of a State of Local Emergency - A declaration by a local authority under section 18 of the *Disaster Services Act*, providing the necessary authority, resources, and procedures at the municipal level to allow an emergency to be resolved effectively and efficiently.

Director of Disaster Services - Director of the municipal disaster services agency who co-ordinates the municipality's emergency planning, programs and services.

Disaster - An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.

Duty Officer – performs duties that may include following up on action items, maintaining operations logs, maps and situation boards, and compiling situation reports. May be assigned to work in the dam owner's Emergency Operations Centre or at the dam site Command Post.

Emergency – A present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

Emergency Co-ordinator – The person who directs and co-ordinates the dam owner's response to a hazardous condition, or to a potential or actual dam breach.

Emergency Operations Centre (EOC) – An operations centre established in a suitable location to manage the larger aspects of the emergency. It is staffed by dam operations staff and may include municipal and emergency response agency representatives. There should be direct on-going communication between the dam owner's EOC and the municipal EOC. The municipal EOC is staffed jointly by municipal government and emergency response agencies, and where possible should include a representative from the dam.

Emergency Public Information Officer (EPIO) – Assists in the processing and dissemination of information on the emergency response.

First Responder – The first member of dam owner's staff who identifies or is notified of an emergency situation at the dam, and who activates the organization's response to the emergency.